

Child Care Monitoring Plan

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Please fill out and return to DWS regional office by March 31, 2002. Questions on completing this plan should be directed to your regional office representative.

County or Tribe Name		Person Responsible for Monitoring
Phone ()	E-mail Address	Fax Number ()

This plan is being submitted in compliance with the Administrator's Memo on Child Care Program Monitoring and will show how the child care subsidy program will be monitored effective May 1, 2002. Child Care administrative agencies must have a plan for monitoring in each area listed below:

1. Authorization/Attendance Monitoring

Check applicable method of monitoring authorizations and attendance:

- A. ☐ **0 to 40% Utilization Report** (EOS # CC64 for Milwaukee County and #CC63 for the balance of state): these reports list children whose actual attendance has been reported at 40% or less of the authorized number of hours for four consecutive weeks. This report will be used for monitoring:
☐ Monthly ☐ Quarterly ☐ Other Timeframe _____
- B. ☐ **Excessive Authorization Report** (EOS # CC34): This report lists children who have more than two authorizations and/or the number of authorized hours is greater than 59 hours per week during a 4 week period of time. This report will be used for monitoring:
☐ Monthly ☐ Quarterly ☐ Other Timeframe _____
- C. ☐ **95 To 100% Attendance At Provider Report** (EOS # CC32): This report lists children whose attendance has been reported at 95-100% of the number of authorized hours for eight consecutive weeks. This report will be used for monitoring:
☐ Monthly ☐ Quarterly ☐ Other Timeframe _____
- D. ☐ Other methods of Authorization/attendance monitoring. Describe:

(Use additional pages as needed)

2. Child Care Provider Monitoring

Check applicable method of monitoring child care providers receiving subsidy payments:

- A. ☐ **Certified Family Child Care Providers With >6 Children Enrolled Report** (EOS # CC49): This report identifies certified providers who are authorized to care for more than 6 children during the report period. Certified providers are limited to a group size of 6 children, with no more than 3 unrelated children under age 7. The report allows for part time care authorizations. This report will be used for monitoring:
☐ Monthly ☐ Quarterly ☐ Other Timeframe _____

B. ☐ Licensed Family Child Care Providers With >12 Children Enrolled Report (EOS report # CC65):

This report identifies licensed family providers who are authorized to care for more than 12 children during the report period. Licensed family providers are limited to a group size of 8 children. The report allows for part time care authorizations. This report will be used for monitoring:

☐ Monthly ☐ Quarterly ☐ Other Timeframe _____

C. ☐ Other Methods of Child Care Provider Monitoring. Describe:

(Use additional pages as needed)

3. Child Care Certification

A. How often does your agency or subcontracted agency plan to make on-site investigations of certified child care providers to ensure compliance with certification rules?

☐ Once every year ☐ Twice every year ☐ Once every two years ☐ Other _____

B. How does your agency plan to assure that case files on certified child care providers are accurate and complete as required by the Child Day Care Manual?

(Use additional pages as needed)

4. Use Of Child Care Provider Information (CCPI) on the Website

Describe how your agency plans to use information on the CCPI web site to monitor appropriate authorizations and payment levels for subsidized child care providers:

(Use additional pages as needed)

5. Information For Child Care Providers

Describe how your agency plans to inform child care providers participating in the child care subsidy program of their responsibilities under the program:

(Use additional pages as needed)

Signature	Title	Date Signed
-----------	-------	-------------

Return to your DWS regional office by March 31, 2002.